

# Information Technology Policy & Strategy Committee Minutes

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September 26, 2002  
Room 403 State Capitol  
9:00am-11:00am

## **In Attendance:**

Bob Woolley  
Brent Cleverly  
Brett Shaw  
Chris Heim  
Chris Calcut  
Darcie Trimble  
Dave Willis  
Dave Fletcher  
Dick Melton  
Gae Lyn Deland

Greg Gardner  
Jim Calaway  
Jonathan Ball  
Julie Orchard  
Lloyd Johnson  
Ken Elliott  
Ken March  
Kerry Huntington  
Kevin Van Ausdal  
Mark Ward

Marsha Dotson  
Neal Christensen  
Patricia Owens  
Phil Windley  
Renee Matsuura  
Rich North  
Russ Fairless  
Steve Fulling  
Tim Cornia

## **1. Welcome (Phil Windley)**

Phil Windley called the meeting to order at 9:00am. There were not enough people for a quorum to approve the minutes so; Phil decided to have Bob Woolley give an update on HIPAA since that agenda item is for information only.

## **2. HIPAA Technical Requirements as approved by the work group (Information)(Bob Woolley)**

This represents the final report from the HIPAA workgroup on the technical requirements. This report is only an assessment of the technical requirements for Corrections and other agencies with security issues. Phil said that yesterday he met with Gary Doxey, the Governor's legal counsel, Doug Springmeyer, from the Dept. of Health, and Gay Taylor and Patricia Owens from Legislature Research and General Counsel. Their feeling was that the State has a lot of work to do independent of the security issues and it would be beneficial to hold off on any specific changes or findings that ITPSC may have before some more legal analysis is done. This issue will be revisited later. This task force was formed because of competing security interests from various Federal and other requirements that had been placed on

agencies. Then the agencies felt a need to go out and meet those requirements. The fear was multiple firewalls with multiple configurations, which would be inefficient.

**3. Approval of Minutes (Action)(Phil Windley)**

**ACTION:** Neal Christensen motioned that the minutes from the August 1, 2002 meeting be passed. Gae Lyn Deland seconded the motion. Motion passed.

**4. State Firewall Policy (Action)(Bob Woolley)**

The State Information Security Committee (SISC) has approved the State Firewall Policy. It has been simplified to a straightforward policy that doesn't require much explanation.

**ACTION:** Greg Gardner motioned that the Firewall Policy be passed and Brent Cleverly seconded the motion. Motion passed.

**5. State Virus Detection Policy (Action)(Bob Woolley)**

The State Information Security Committee (SISC) has approved the State Virus Detection Policy. There are no major changes and it is a best practice policy designed to make sure of the approval of virus detection normal practices. No issues have been raised.

**ACTION:** Neal Christensen motioned that the Virus Detection Policy be passed and Gae Lyn Deland seconded the motion. Motion passed.

**6. Operational Acceptance Testing Policy for Network Centric Applications (Action)(Bob Woolley)**

UDOT recommended some last minute changes that were implemented. They did not affect the content of the policy. This document is not endorsed by SISC. Rich North commented that the WAN doesn't just affect the Executive Branch it affects everyone. Phil suggested that maybe this policy be remolded. He formed a subgroup with Bob Woolley as chair. Other members include: Kevin Van Ausdal, Neal Christensen, Brent Cleverly, Gae Lyn Deland, and Greg Gardner. They will clarify, simplify and take some of the product kind of statements out and then bring it back to ITPSC.

**ACTION:** Neal Christensen motioned that this subgroup be allowed to proceed. Greg Gardner seconded the motion. Motion passed.

**7. Utah Technical Architecture: Information Technology Product Standards  
(Action)(Bob Woolley)**

Phil Windley observed that this document will be fluid and suggested that it be revisited frequently maybe even quarterly to keep it up to date. Then the changes will be small instead of waiting for a year and having to rewrite the document. The only things in this document that are binding are approved standards which are approved somewhere else. This document is more of a guideline instead of policy.

Neal Christensen explained that if the intent of the document is being a guide, the introduction should reflect that. Neal said to take out the second paragraph and Phil agreed that it doesn't really add anything.

Others expressed concerns that this is an enforcement document.

Jonathan Ball suggested clarification on the footnote on page 5 about WordPerfect, reference the policy in the footnote, clean up the language about Microsoft products and use official names. Bob will review and clarify.

Dave Fletcher suggested that we proceed with this document and review on a regular basis.

Phil wants the document accepted with 6 changes. 1. Take out 2<sup>nd</sup> paragraph in the introduction. 2. Take out the footnote on page five. 3. Add footnotes on anything that says approved and note where it was approved. 4. Clean up typos. 5. Make a replacement for the 2<sup>nd</sup> paragraph in the introduction. 6. This document will be reviewed quarterly for possible changes. The changes will be made and brought back next month for ITPSC to review.

Open Business:

Neal Christensen suggested that a status matrix be made to track where we are with policies. Bob Woolley suggested that we review standards and policies that already exist in the next meeting.

Rich North requested that the O-team contact the Legislative Auditor General for representation in making policy across branch lines.

Gae Lyn Deland motioned that we adjourn. Meeting adjourned at 9:35am.